



INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	INSURANCE, DEPARTMENT OF	RELEASE DATE:	Thursday, June 14, 2007
POSITION TITLE:	General/Chief Counsel, C.E.A. 5	FINAL FILING DATE:	Thursday, July 12, 2007
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	Friday, August 31, 2007
SALARY RANGE:	\$ 9,230.00 - \$12,941.00 / Month	BULLETIN ID:	06142007_1

POSITION DESCRIPTION

Under the general direction of the Chief Deputy Commissioner, the General/Chief Counsel will be responsible for managing the activities of the Legal Branch in San Francisco, Los Angeles and Sacramento; directing the operation of the Legal Branch by providing general oversight of the Corporate Affairs I, Corporate Affairs II, Rate Enforcement, Policy Approval, Sacramento Enforcement, San Francisco Enforcement, Auto Insurance Enforcement, Government Law, and Fraud Liaison bureaus; and supervising the preparation of the budget and other administrative functions. The incumbent will serve as the Chief Counsel to the Insurance Commissioner and Chief Deputy Commissioner. The incumbent will provide advice on extremely sensitive issues ranging from fraud to solvency; and advise the Insurance Commissioner, Chief Deputy Commissioner and the Executive Staff on administrative and program policies, internal and external legal issues and the proposal of legislation. The incumbent will assist in the development of policy regarding legal issues within the Department and assist in the drafting of Departmental bulletins, rulings, regulations, and legal opinions; represent the Department at conferences, legislative hearings and meetings, and manage outside contract counsel, including expert witnesses. The incumbent will have contact with various insurance consumer groups, the insurance industry and officials from other State agencies with respect to insurance matters. The incumbent will interact with Branch and Division Chiefs from the Department's regulatory programs such as Rate Regulation, Financial Surveillance, Enforcement, and Administration. The General/Chief Counsel will manage high level meetings and sensitive negotiations between the Department and the insurance industry.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience dealing with extremely sensitive issues that are high profile and receive media attention. Experience directing and negotiating settlements in complex litigation. Experience working successfully with an executive team, representatives of a variety of professionals and members of the public. Knowledge of the insurance industry. Knowledge of the laws, rules and regulations that govern insurance activities. Ability to work successfully with the Insurance Commissioner, the Executive Staff, Division Chiefs, Attorney

General's Office, District Attorney's Office, insurance executives, members of the Legislature, officials from other State agencies, and local, interstate, and international law enforcement agencies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **General/Chief Counsel, C.E.A. 5**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Applications, resumes, and qualifications descriptions will be reviewed by the departmental executives. Candidates may be selected for interviews or a final hiring decision may be made based on the information contained in the applications, resumes and qualifications descriptions.

FILING INSTRUCTIONS

All applications must be received by 5:00 p.m. on July 12, 2007, the final filing date.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

INSURANCE, DEPARTMENT OF, Human Resources Management Division
300 Capitol Mall, Suite 1300, Sacramento, CA 95814
Norma Medina | (916) 492-3318 | medinan@insurance.ca.gov

ADDITIONAL INFORMATION

***TO VIEW THE CEA ANNOUNCEMENT, PLEASE CLICK ON THE LINK PROVIDED:

<http://www.insurance.ca.gov/0500-about-us/0400-employment/0200-opportunities/upload/061407cea5.pdf>

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity,

initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>